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**Person Specification: Lead Mental Health Practitioner (Supported Self Help Service)**

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| **Key Criteria** | **Essential/ Desirable** | **Measured by****S: Shortlisting****I: Interview** |
| **Qualifications/Education** |
| 1. Educated to a good standard and/or at least two years. relevant working experience. English and Mathematics at GCSE Grade C or equivalent.
 | Essential | S |
| 1. Level 3 qualification in Health & Social Care or equivalent.
 | Desirable  | S |
| **Experience/Knowledge** |
| 1. Experience of providing mental health/wellbeing services to clients.
 | Essential | S/I |
| 1. Knowledge of common mental health presentations and of the issues relating to supporting people with a range of mental health and emotional wellbeing issues.
 | Essential | S/I |
| 1. Experience of managing staff or volunteers.
 | Essential | S/I |
| 1. Experience of using a range of computer software packages and programmes, including Microsoft Office Word, Outlook, Excel, Teams, PowerPoint and SharePoint.
 | Essential | S |
| 1. Experience using a Client Management System (CMS) such as Charity Log, Views or similar.
 | Desirable | S/I |
| 1. Experience of using communication systems including email, internet, databases, and social media networks.
 | Essential | S |
| 1. A good knowledge of safeguarding considerations, risk assessments and health and safety.
 | Essential | S/I |
| 1. Personal experience of mental health problems.
 | Desirable | S/I |
| **Skills and Abilities** |
| 1. Able to assess clients for suitability and make appropriate onward signposting referrals when necessary.
 | Essential | S/I |
| 1. Able to work effectively with clients with a broad range of issues.
 | Essential | S/I |
| 1. Able to motivate people to engage in self-help activities.
 | Essential | S/I |
| 1. Able to assess and manage client risk and safeguarding issues.
 | Essential | S/I |
| 1. Able to manage and achieve service targets.
 | Essential | S/I |
| 1. Able to accurately capture and record data.
 | Essential | S/I |
| 1. Able to utilise captured data to monitor service performance and produce professional, accurate reporting.
 | Desirable | S/I |
| 1. Able to communicate, both verbally and in writing, in an effective and accessible way with clients, staff and external agencies or partners.
 | Essential | S/I |
| 1. Excellent interpersonal skills and able to build strong working relationships with both internal and external stakeholders.
 | Essential | S/I |
| 1. Able to prioritise, manage a varied workload and manage time effectively.
 | Essential | S/I |
| 1. Able to work independently and operate with minimum supervision, seeking advice and support where appropriate.
 | Desirable | S/I |
| 1. Able to work collaboratively as part of a team.
 | Essential | S/I |
| 1. Able to manage professional boundaries, deal with sensitive information and maintain strict confidentiality both in and out of the workplace.
 | Essential | S/I |
| **Attitude and Approach** |
| 1. Awareness of, and commitment, to the principles of equality, equity, diversity and inclusion.
 | Essential | S/I |
| 1. Self-motivated, enthusiastic and committed.
 | Essential | S/I |
| 1. Personal resilience and flexible attitude in the face of difficulties, able to manage own wellbeing.
 | Essential | S/I |
| 1. Appreciation of, and a commitment to, working within the framework of Derbyshire Mind policies and procedures.
 | Essential | S/I |
| 1. Flexible in approach and willing to work occasional unsocial hours when required.
 | Essential | S/I |
| **Other Job Requirements** |
| 1. Hold a full driving licence and have access to own transport to deliver the requirements of the job description.
 | Essential  | S |

**Derbyshire Mind’s Vision and Values**

**Our Vision:**

For everyone in Derbyshire to have good mental wellbeing and to live their best life.

**Our Values:**

**WORKING TOGETHER:** We work alongside others for the greater good.

**LEARNING TOGETHER:** We always aim to do things better.

**EMPOWERING:** We support people to fulfil their potential.

**RESPECTFUL:** We don’t judge, we treat others as equals.

**POSITIVE:** We are progressive and focus on solutions.